

My No: PS/PCA/DCC/06/26
September 13, 2022

Secretary

Ministry of Public Administration, Home Affairs, Provincial Council and Local Government

Dear Secretary,

Regular Maintenance of District Coordination Committee Mechanism

Chairpersons of District Coordination Committees have been appointed by Hon. President with the aim of implementing District Coordination Committees comprising public representatives that represent the district and relevant Public officials, in order to coordinate and follow up development projects and programmes that implement by the government in district level.

02. Further, following orders have been made by Hon. President towards the regular maintenance of District Coordination Committee Mechanism.

- i. Conduct the District Coordination Committee Meetings once in every month; District Secretary should be the convenor of these meetings and also should coordinate all the relevant affairs.
- ii. Establish an appropriate mechanism and implement to make aware the Cabinet of Minister regarding the issues that arise in the District Coordination Committee Meetings through the Ministry of Public Administration, Home Affairs, Provincial Council and Local Government at least once in three months.
- iii. Facilitate for the Chairpersons of District Coordination Committees in the premises of relevant District Secretariat offices in order to properly carry out the activities of the District Coordination Committee.
- iv. Attach an assistant staff, comprising 04 Development Officers or Management Service Officers, a Personal Assistant (MN 1-2016 salary scale), an Officer of Office Employees' Service and a Driver, those who are attached to the District Secretariat Offices for the duties of District Coordination Committees.
- v. Only for the posts of Personal Assistant and driver that stated in the above iv, as per the service requirement, eligible persons could be recruited on casual or contract basis on the recommendation of the Chairperson of the District Coordination Committee that valid only for his/her tenure.

- vi. Attach an official vehicle to the Chairpersons of District Coordination Committees and provide fuel for the same, subject to a maximum of 300 litres.

03. Accordingly, you are kindly informed to direct all the District Secretaries to act as the above orders made by Hon. President, to allocate required provisions under the vote of District Secretariats in coordinating with the Secretary of the Ministry of Finance, Economic Stability & National Policies.

Thank you

Yours Sincerely,

E M S B Ekanayake
Secretary to the President

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Copy:

1. All Chairpersons of District Coordination Committees
2. Secretary to the Prime Minister
3. Secretary of the Ministry of Finance, Economic Stability and National Policies
4. All District Secretaries
5. Auditor General

Agenda

..... District Coordination Committee – 2022 September

Venue: District Secretariat Office - 9.00 a.m.

- | | | | |
|-----------|---|-------------------------|--|
| ➤ | Welcome | 9.00 a.m. - 9.02 a.m. | District Secretary / GA |
| 01. | Progress review of main development programmes implemented in national level | | |
| 1.2 | Empowerment programme of Rural Economic Revitalization Centres | 9.00 a.m. - 9.40 a.m. | Relevant heads of the institutions of Agriculture, Health Livestock, Fisheries, Tourism..... |
| 1.1.1 | Economic Security | } | } |
| 1.1.2 | Livelihood Development Projects | | |
| 1.1.3 | Medium Scale Industries | | |
| 1.3 | “Waari Saubhagya” national Programme | | Heads of irrigation institutions |
| 1.4 | | | |
| 02. | Progress review of development programmes implemented in district level | 9.40 a.m. - 10.20 a.m. | |
| 2.1..... | District Strategy Development Projects | | Director Strategy Dev. Project |
| 2.2 | City Development Projects | | Urban Development Authority, Colombo Municipal Council |
| 2.3 | Hospital development activities | | Dir. of the Hospital / Heads of Health Service |
| 2.4 | “Lagama Pasala Hodama Pasala” Project | | Provincial Heads of Education |
| 03 | Proposals forwarded by the institutions related to the economic, social development of the district | 10.20 m.m. - 10.50 a.m. | Heads of Institutions |
| 3.1 | Introducing ‘Helaviru: digital agro-produce and commodities trading exchange’ | | Provincial Ministry of Agriculture |
| 3.2 | | | |
| 04. | Proposals that should be obtained the approval of District Coordination Committee | 10.50 a.m. - 10.55 a.m. | Heads of institutions |
| 05. | Special issues submitted to the Regional Coordination Committee but yet to receive the solutions | 10.55 a.m. - 11.00 a.m. | Heads of Local Gov. Ins. /Div. Secretaries |
| 06. | Notifying the decisions of District Committee | 11.20 a.m.- 11.25 a.m. | Chairperson of District Coord. Committee |

Vote of Thanks / End

*N.B. This is an exemplary model